ACADEMIC SENATE MINUTES
OCTOBER 28, 2025

Name	Position	Term	Present
Elizabeth "Liz" Encarnacion	President	2025-2027	Y
Terezita Reyes Overduin	Vice-President	2025-2026	Y
Laura Santamaria Brady	Secretary/Treasurer	2025-2026	Y
Angela Burk – Herrick	Curriculum Chair	2025-2027	Y
Laura Santamaria Brady	Arts, Communication & Design A	2024-2026	Y
Henry Leonor	Arts, Communication & Design A	2025-2027	Y
Vacant	Arts, Communication & Design B	2025-2026	
Nicole Farrand	Arts, Communication & Design B	2025-2027	Y
Myra Andrade	Academic & Career Counseling	2024-2026	Y
Wendy Whitney	Academic & Career Counseling	2025-2027	Y
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2024-2026	N
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	Y
Hannah Carter	Chino Campus	2024-2026	Y
Manar Hijaz	Chino Campus	2025-2027	N
Sean Connelly	Fontana Campus	2024-2026	Y
Anthony Guaracha	Fontana Campus	2025-2027	Y
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Jayne Clark Frize	Health & Wellness - Health Sciences	2024-2026	Y
Vacant	Health & Wellness - Health Sciences	2025-2027	
Rob Hadaway	Health & Wellness - Kinesiology, Nutrition & Athletics	2024-2026	Y
Candice Hines-Tinsley	Health & Wellness - Kinesiology, Nutrition & Athletics	2025-2027	Y
Terezita Reyes Overduin	Instructional Support	2024-2026	Y
Christina Holdiness	Instructional Support	2025-2027	Y
Melanie Bratcher	Public Service, Culture, & Society	2025-2026	Y
Patricia Gomez	Public Service, Culture, & Society	2025-2027	Y
Justin Keller	Science, Technology, Engineering & Mathematics	2025-2026	Y
Louisa Villeneuve	Science, Technology, Engineering & Mathematics	2025-202	Y
Tamari Jenkins	Senator-At-Large	2023-2026	Y
Sarah Chamberlain	Senator-At-Large	2024-2027	Y
Jin Liu	Senator-At-Large	2025-2028	Y
Carolyn Ward	Adjunct Senator-At-Large	2025-2026	N
Etka Kandhway	Adjunct Senator-At-Large	2025-2027	Y
Alternates			
Stephen Shelton	Arts, Communication & Design A	2024-2026	Y
Vacant	Arts, Communication & Design B	2025-2027	
Melissa Johannsen	Academic & Career Counseling	2024-2026	N
Fabiola Espitia	Academic & Career Counseling	2025-2027	N
Jay Scott	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	N
Vacant	Chino Campus	2025-2027	
Vacant	Fontana Campus	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Lisa Doget	Health & Wellness - Health Sciences	2025-2027	N
Annette Henry	Kinesiology, Nutrition, & Athletics	2025-2027	N
Rose Ann Osmanian	Instructional Support	2025-2027	Y
Vacant	Public Service, Culture, & Society	2025-2026	
Vacant	Science, Technology, Engineering & Mathematics	2025-2027	
Vacant	Adjunct Alternate Senator	2025-2027	
Sarah Schmidt	Classified Senate Liaison	2025-2027	Y
Nolan Krueger	Chaffey College Student Government	2025-2027	Y
Alilah Mora De Jesus	Chaffey College Student Government	2025-2027	Y

Guests:
Adriana Arce, Director, Distance Education and Professional Development
Ryan Hitch, Instructional Specialist, Distance Education
Michael McClellan, Associate Superintendent, Instruction and Institutional Effectiveness
Jocelin Monge, Communication Studies, ACD
Lissa Napoli, Administrative Assistant, Academic Senate
Melissa Sakoonphong, Administrator, Instructional Systems and Pathways Innovations
Eric Sorenson, Dean, Health and Wellness

1. PERSONAL EXPRESSION (12:30 P.M.)

2. CALL TO ORDER (12:35 P.M.) 12:35 P.M.

2.1 Land Acknowledgement

With respect and honor for the lands where Chaffey College resides and the leaders who came before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO TONG-VAH) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language(s), cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.
- Read by Rose Ann Osmanian, Instructional Support, Academic Senate

2.2 Attendee Identification (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)

3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)

4. ADOPTION OF AGENDA

- October 28, 2025
- **Motion for Approval** - Senator Shelton moved to adopt the agenda, striking 5.2.1, re-itimize 5.2.2 from the consent agenda.. Senator Polidano seconded the motion. The motion was approved. 10.28.25, 17Y/0N/0A.

5. CONSENT AGENDA

5.1 October 21, 2025 **Meeting Minutes.** See attachment titled, "ACADEMIC SENATE MINUTES October 7, 2025 DRAFT"

5.2 Faculty representatives that have been requested to serve on these selection/hiring committees: see **"AP 7120 Committee Compositions"**

5.2.1 Grounds Supervisor

Thierry Brussell, Business Administration, BTH

- **Motion for Approval** - Senator Polidano moved to approve the Consent Agenda with the prior amendment. Senator Gomez seconded the motion. The motion was approved. 10.28.25, 21Y/0N/0A.

6. GUEST(S)/PRESENTATION(S) - *Artificial Intelligence At Chaffey College: Guiding Policy, Practice, and Equity.* President Encarnacion will present the AI Task Force presentation they presented to the Governing Board during the October Board meeting. The Board Meeting presentation was co-presented with Dean Andrew Long, Dean of Instructional Support and Dean of Institutional Effectiveness. See attachment titled, *"Artificial Intelligence At Chaffey College."*

- Senator Osmanian discussed how AI integration seems to appear in some of our software apps without being announced. How will the campus be updated on AI integration in tools like canvas or google? This may be something better answered by the Chancellor's office. President Encarnacion will bring this up at the Plenary and will report back.
- Senator Liu shared information on a recent Association of Community College Trustees (ACCT) conference presentation titled, "Integrating Employer AI training and Recruiting into Classroom Curriculum." The program can be implemented through canvas and allows students to get a certificate upon completion. 75 out of 116 community colleges have adopted this program. Chaffey is currently not in the list of colleges offering this AI training program to students.
- Senator Osmanian inquired about the effectiveness, or criteria for measuring effectiveness, of other college's AI policies (only 20% of colleges and universities have a policy).
- Senator Holdiness emphasized the importance of our and students' intellectual property in this discussion. If a student feeds an assignment to an AI program, the AI program "steals" that intellectual property. Senator Osmanian added that adding personal details to AI programs also poses privacy concerns. President Encarnacion noted that because there is no current policy determining what types of materials are allowed to be run through AI. She also highlighted the work done through the Open Educational Resource Initiative that includes conversations on our policies and procedures around academic integrity, copyright, and ownership and authorship at the college.
- The body discussed the lack of guidance on whether individuals in different departments, particularly those that deal with sensitive information, can run that information through AI.
- Senator Shelton added that some of our faculty teach at other schools which poses some issues if those instructors run potentially sensitive materials through AI programs at other schools.
- CCSG Krueger asked what the penalty would look like for students, noting that what may constitute incorrect AI use in one class, may not be the same in another. He suggested a tier system for consequences that takes into consideration specific course AI policies.

7. REPORT(S)

7.1 President

- President Encarnacion is currently recovering from surgery. She urges senators to reach out in person or through a phone call in the meantime.
- She also attended the Trunk-or-Treat event, which was a success.
- Classified Senate had robust discussion around classified issues. President Encarnacion and Classified Senate President Schmidt had a productive conversation regarding the Governance Handbook.
- Governance Handbook meetings have been productive. The goal is to sunshine the handbook by spring.
- A reminder to check the emailed resolutions for discussion and feedback.

7.2 Vice President

- We're excited to announce that the library will be implementing RFID (Radio Frequency Identification) technology across our entire collection. RFID tags use wireless microchips that enable instant checkouts, efficient inventory management, and improved security.

  This is a major undertaking. Our team will be tagging more than 80,000 items over the coming months while maintaining regular services and also preparing for our move to the LLC building. We appreciate your patience during this transition, as some collections may be temporarily unavailable.

  For students, the benefits will be significant: self-checkout stations for faster service, better collection availability, and streamlined returns. This technology will transform how our campus community uses the library.

  We'll keep you updated on our progress. Thank you for your support as we work to enhance library services for our students.

7.3 Secretary/Treasurer

7.4 Curriculum Chair

7.5 Classified Senate Liaison

7.6 Chaffey College Student Government Liaison

- CCSG Liaison Krueger reminded everyone of the Dia de los Muertos event at the Fontana Campus
- CCSG is also reviewing the student portion of the Governance Handbook.

8. UNFINISHED BUSINESS

8.1 Discussion/Possible Action Item: Sabbatical Proposal Review: The subcommittees must communicate any requested revisions to the proposal writers during the five-week review period (10/24-11/25). A completed proposal must be submitted by **Tuesday, November 25, 5:00 PM**. The subcommittee must present the completed final proposal prior to giving an official report to the Academic Senate.

- Shannon Jessen, Biology, STEM (Requested: Spring 2027) Senators: Hadaway and Hines-Tinsley
- Erik Kolb, Biology, STEM (Requested: Spring 2027) Senators: Carter and Clark-Frize
- Naomi McCool, Sociology, PCS (Requested: Spring 2027) Senators: Kandhway and Whitney
- Jean Oh, Counseling/DPS, ACC (Requested: 2026-2027 Academic Year) Senators: Jenkins, Liu, and Villeneuve
- No reports

8.2 Discussion/Possible Action Item: Calendar Committee/Spring 2027 Update: Faculty Lecture day is planned for Tuesday, April 20. Planning the event for a Tuesday avoids scheduling conflicts with two Wednesday holidays in Spring 2027, as Cesar Chavez Day falls on a Wednesday that year. This minimizes the impact of holidays on scheduled class time. See attachments titled, *"Fall 2026 Academic Calendar - DRAFT, Spring 2027 Academic Calendar - DRAFT, and Legally Mandated Holidays."*

- Senator Villeneuve reminded the body that the previous conversation had questions about due dates for grades. Grades may be pushed to January.
- Senator Chamberlain added that the August start better aligns with other schools in the district, benefitting dual enrollment students, etc. However, the grading due dates pose an issue.

- Senator Osmanian asked whether waiting for January would negatively affect students hoping to add a class before grades are posted. Senator Rodriguez seconded the sentiment.
- Senator Gomez asked for clarification on whether there was a strict rule for start time in January. The standing rule is that the term doesn't start the week of Martin Luther King Jr. Day.
- Senator Polidano inquired whether it was possible to remove one of the service days (since the fall schedule is longer than the spring). Because service days depend on specific curriculum hours, days cannot be removed
- **Motion for Approval** Senator Chamberlain moved to allow President Encarnacion to give the collected feedback to the Calendar Committee. Senator Polidano seconded the motion. The motion was approved. 10.28.25, 22Y/0N/0A.

9. NEW BUSINESS

9.1 Discussion Item: Resolution Packet for ASCCC Fall 2025 Plenary

The Academic Senate for California Community Colleges (ASCCC) employs the formal use of resolutions to identify and record the will of the academic senates of the California community colleges. The ASCCC relies on formal resolutions to set direction for the organization as a whole. Senators are asked to review the resolutions and provide voting direction to the District Delegate, President Encarnacion for the voting process that will occur on the Saturday of Plenary, November 8 2025. See attachment titled, *"Protecting the Integrity of Student Course Information."*
For more information on the resolutions process, please visit the [Resolutions page on the ASCCC Website](#)

- Senator Holdiness asked for clarification on the AI resolution and whether the expectation was that all departments will engage in the taskforce work of writing language on how artificial intelligence literacy can be included in curriculum across all disciplines.
- This resolution is focused on AI literacy, not integration. The work that the taskforce would engage this would discuss the direction of AI literacy within our GE pathways.
- Senator Holdiness also mentioned concerns on having a strong opposition to online test proctoring, or test proctoring.

9.2 Discussion/Possible Action Item: Honorlock proctoring / AI cheating for examinations. See attachment, *"Honorlock Discussion"*

- Senator Holdiness shared concerns on proctoring since the American Mathematical Association of Two-Year Colleges strongly encourages instructors to use proctoring for math exams. Currently, faculty are struggling with academic integrity, and navigating the process is very time intensive. One faculty member shared that after discussing how to use proctoring with students, they experienced less issues with academic integrity.

10. FLOOR ITEMS *10 minutes each* (Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda.)

11. ANNOUNCEMENTS

11.1 Chaffey College

11.1.1 You are invited to learn about the progress toward offering a baccalaureate degree program (BDP) at Chaffey College. The BDP Workgroup will host an information session to share updates on potential degree programs, current progress towards this initiative, and a Q&A. Thursday, October 30, 2025, CAA 218 or via chaffey-edu.zoom.us/j/84544106122, Meeting ID: 845 4410 6122, **Time:** 9:30AM – 10:30AM. See attachment, "Information Session" for additional details.

11.1.2 Radical Geographies: possibilities of the imaged landscape (Wignall Museum) Tuesday, September 2 – Saturday, November 8

11.1.3 Save the Date! Report to the Community 2025, Building Tomorrow's Leaders– Wednesday, November 5, Jesse Turner Center, Fontana, 11:00 AM

11.2 Academic Senate

11.2.1 Academic Senate President, Elizabeth Encarnacion and Amanda Admire, Ariel Sales-Martinez, and Joseph Cascio from Institutional Research, present, "How To Create Change on Campus: Leveraging data-tailoring your message." November 17, 2025, 2:00 PM, for complete details and to sign up, please refer to the Faculty Success Center Hub and register through My Learning Hub.

11.3 Academic Senate for California Community Colleges (ASCCC) Information

11.3.1 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at asccc.org

12. ADJOURNMENT (1:50 P.M.) 1:51 P.M.

The next Academic Senate meeting is scheduled for Tuesday, November 4, 2025.

Lissa A. Napoli, Recording Secretary

Laura Santamaria Brady, Treasurer / Secretary

Artificial Intelligence At Chaffey College:
Guiding Policy, Practice, and Equity

Presented By:

Liz Encarnacion
   Academic Senate President

Andrew Long, EdD
   Dean of Instructional Support; Dean of Institutional Effectiveness

Objective

AI technologies are transforming education, and Chaffey must have consistent district-wide policies to ensure equity, integrity, and innovation.

Why This Matters Now

Rapid Expansion → Between 2023 and 2024, higher education organizations reported **rising AI adoption** from 55% to 78%, while generative AI usage in at least one business function rose from 33% to 71%.

Inconsistent Guidelines → Faculty and students **are utilizing** AI for learning, teaching, and operational support, **despite persistent gaps** in policy and training.

Maintaining Governance → Without governance, Chaffey risks **inequity**, academic integrity **challenges**, and **misalignment** district-wide.

Equitable Concerns → Hesitation and uncertainty **widens knowledge gaps** about its technological aspects, disciplinary constraints, ethical or environmental concerns, and broader implications on human rights.

The District's Need

Shared Understanding

Faculty, classified professionals, and administrators often operate in silos, **adopting AI at different rates** and with varying understandings of what constitutes ethical and effective use.

Unified Guidance

Only 20% of colleges and universities have published official policies governing AI use, leaving most campus communities without **consistent expectations**.

Balance Opportunities with Responsibilities

Maintaining the human element in learning and operations so that **automation complements**, rather than replaces, professional expertise

Core Areas To Address

1. Instructional Component

Faculty need training and guidelines on integrating AI into teaching.

Students require consistent messages regarding proper use, academic integrity, and skill development.

2. Operational Innovation

Exploring security, ethical applications, infrastructure elements, **future** implementations and directives.

3. Professional Development

Policy and training must **keep pace** with AI adoption to prevent fragmented practices that can undermine equity, academic integrity, and institutional trust.

4. Equity Support

AI access and application should not widen achievement gaps. Policies should ensure equitable support across disciplines, programs, and student populations.

Acknowledging Fear and Misconceptions

The Task Force will lead efforts to address misconceptions, provide clarity, and build confidence.

Fear around emerging technologies spreads misconceptions on how students, faculty, and staff engage with AI.

The Task Force can build **trust**, foster **informed decision-making**, and ensure Chaffey remains **proactive.**

Task Force Charge

1. Develop district-wide AI framework aligned with Chaffey's mission and values.

2. Provide recommendations on policies, procedures, and practices across instructional and non-instructional areas.

3. Ensure equity remains central in all AI adoption.

4. Create structures for professional development, guidance on academic integrity, and student code of conduct alignment.

5. Monitor emerging technologies and recommend future directions.

Intended Outcomes of the Task Force

- A unified "district voice" and values framework around AI.

- Equity-driven decision making.

- Alignment with Chaffey College's values and student needs.

- Emphasis on innovation as a tool for reducing barriers, not creating them.

- Transparent communication and stakeholder involvement.

References

Baytas, C. (2025, June 30). *Making AI generative for Higher Education*. Ithaka S+R. https://sr.ithaka.org/publications/making-ai-generative-for-higher-education/

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UNESCO. (2025, August 6). *The challenges of AI in higher education and the imperative for competency frameworks | international institute for higher education in Latin America and the Caribbean*. The challenges of AI in higher education and the imperative for competency frameworks. https://www.iesalc.unesco.org/en/articles/challenges-ai-higher-education-and-imperative-competency-frameworks

Upcea. (2025, August 5). *Artificial Intelligence is non-negotiable for Higher Education Marketing and enrollment management*. UPCEA. https://upcea.edu/artificial-intelligence-is-non-negotiable-for-higher-education-marketing-and-enrollment-management/

Thank you!

Protecting the Integrity of Student Course Information

Contact: Liz Encarnacion, Chaffey College

Whereas, students rely on accurate course information—including Peer Online Course Review (POCR) badges, Zero Textbook Cost (ZTC) designations, required technology, proctoring requirements, and other course attributes—when making enrollment decisions to ensure equitable access and informed choice;

Whereas, existing regulation affirms the importance of accurate course information prior to enrollment, including title 5, section 55005 of the California Code of Regulations, which requires disclosure of key distance education elements such as technology needs and proctoring requirements, and Education Code § 66406.9 (implementing SB 1359), which requires that ZTC designations be clearly identified at the time of registration;

Whereas, faculty reassignments or other late administrative changes may result in the loss or alteration of student-facing course attributes—such as removing a ZTC designation or a POCR badge—which can impose unexpected financial costs, diminish accessibility, and compromise the learning conditions under which students enrolled; and

Whereas, such last-minute changes can undermine institutional commitments to transparency and equity, as well as student trust in the accuracy and consistency of course information published through official college systems;

Resolved, that the Academic Senate for California Community Colleges (ASCCC) affirm that course attributes publicly listed for students at the time of registration—including but not limited to ZTC, POCR, and required technology—constitute commitments that should not be altered once enrollment has begun except in extraordinary circumstances with student notification and equitable remedies;

Resolved, that the ASCCC urge the California Community Colleges Chancellor's Office to issue statewide guidance ensuring that colleges protect the integrity of student-facing course attributes and prevent last-minute changes that materially alter student enrollment conditions; and

Resolved, that the ASCCC encourage local academic senates to develop and adopt policies that uphold the integrity of student-facing course information by establishing procedures to ensure that any instructor reassignments or course-level modifications preserve published course attributes or provide equitable alternatives for affected students.

Chaffey College
Fall 2026 Academic Calendar – DRAFT

August '26

Su	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	**12**	**13**	**14**	15
16	**(17)**	**18**	**19**	**20**	**21**	22
23	**24**	**25**	**26**	**27**	**28**	29
30	**31**					

(Row labels: 1, 2, 3)

September '26

Su	M	Tu	W	Th	F	S
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27	**28**	**29**	**30**			

(Row labels: 4, 5, 6, 7)

October '26

Su	M	Tu	W	Th	F	S
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18	**(19)**	**20**	**21**	**22**	**23**	24
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(Row labels: 8, 9, 10, 11)

November '26

Su	M	Tu	W	Th	F	S
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15	**16**	**17**	**18**	**19**	**20**	21
22	**23**	**24**	**25**	26	27	28
29	**30**					

(Row labels: 12, 13, 14, 15)

December '26

Su	M	Tu	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

(Row labels: 16, 17, 18)

Legend:

- 2026 Fall (Aug 17 – Dec 18)
- Holidays
- Finals
- Convocation (Aug 12)
- Flex Days (Aug 13,14)

89 Service Days

FALL SESSIONS 2026   (August 17 – December 18)

HOLIDAYS	DATES
Labor Day (college closed)	September 7, 2026
Veterans Day (college closed)	November 11, 2026
Thanksgiving Holiday (college closed)	November 26 – 29, 2026
Winter Recess (college closed)	Dec. 24, 2026 – Jan. 1, 2027

Convocation	August 12, 2026

INSTITUTIONAL FLEX DAYS	DATES
Institutional Flex Days	August 13 – 14, 2026

Fall '26 Sessions	Dates
Full-Term	08/17/2026 – 12/18/2026
Fast Track I	08/17/2026 – 10/09/2026
Early 14-Week	08/17/2026 – 11/20/2026
14-Week	09/08/2026 – 12/11/2026
Fast Track II	10/19/2026 – 12/11/2026

Civic Engagement	DATES
Deadline to Register to Vote	TBA
National Voter Registration Day	TBA
General Election	TBA

Campus Drills	DATES
The Great California ShakeOut Earthquake Drill	October 16, 2026
Emergency Drill	TBA

Chaffey College
Spring 2027 Academic Calendar – DRAFT

January '27

Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
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31						

Row labels: 1 (10), 2 (17), 3 (24)

February '27

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28						

Row labels: 4, 5, 6, 7

March '27

Su	M	Tu	W	Th	F	S
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28	29	30	31			

Row labels: 8, 9, 10 (21), 11 (28)

April '27

Su	M	Tu	W	Th	F	S
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25	26	27	28	29	30	

Row labels: 12, 13, 14, 15

May '27

Su	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

Row labels: 16, 17, 18

Legend:

- 2027 Spring (Jan 11 – May 20)
- Flex Days (Jan 7,8), Faculty Lect. Day (April 20)
  (required flex days January 7 & April 20)
- Holidays
- Finals

87 Service Days

SPRING SESSIONS 2027 (January 11 – May 19)

SPRING '27 SESSIONS	DATES
Full-Term	01/11/2027 - 05/19/2027
Fast Track I	01/11/2027 - 03/05/2027
Early 14-Week	01/11/2027 - 04/23/2027
14-Week	02/01/2027 - 05/12/2027
Fast Track II	03/22/2027 - 05/12/2027

INSTITUTIONAL FLEX DAYS	DATES
Institutional Flex Day (required)	January 7, 2027
Institutional Flex Day	January 8, 2027
Faculty Lecture Day (required)	April 20, 2027

HOLIDAYS	DATES
Martin Luther King Jr. Day (college closed)	January 18, 2027
Lincoln Day (college closed)	February 12, 2027
Washington Day (college closed)	February 15, 2027
Spring Break (no classes held)	March 15 – 21, 2027
César Chávez Day (college closed)	March 31, 2027

Campus Drills	DATES
The Great California ShakeOut Earthquake Drill	TBA
Emergency Drill	TBA

Civic Engagement	DATES
Deadline to Register to Vote	TBA
National Voter Registration Day	TBA
General Election	TBA

Legally Mandated Holidays

Fiscal Year 2026-27		
Date of Observance	**Day of the Week**	**Holiday**
July 3, 2026	Friday	Independence Day (Observance)
September 7, 2026	Monday	Labor Day
November 9, 11, 13, 2026	Monday, Wednesday, Friday	Veterans Day
November 26, 2026	Thursday	Thanksgiving Day
December 25, 2026	Friday	Christmas
January 1, 2027	Friday	New Year's Day
January 18, 2027	Monday	Dr. Martin Luther King, Jr. Day
February 12, 2027	Friday	Lincoln Day
February 15, 2027	Monday	Washington Day
May 31, 2027	Monday	Memorial Day
June 18, 2027	Friday	Juneteenth (Observance)

Honorlock Discussion

Summary of Concerns:
Faculty have concerns regarding the legal, ethical, and equity implications surrounding proctoring examinations with online software (primarily Honorlock). There is no clear, official, institutional policy regarding the use of online exam proctoring software, and previously individuals were discouraged from using these software's due to lawsuits and other legal ramifications that occurred at other institutions, specifically focusing around the use of Honorlock's camera recording feature. Faculty report inconsistent application of Honorlock features across departments, with some instructors requiring cameras on, and others not using the tool at all. Faculty are concerned about increases in student use of AI for online tests, departmental inconsistency in proctoring practices, as well as the need for updated college-wide guidance. Existing best practices from the DE department are advisory, not formal policy, and may be outdated in light of rapid advancements in AI and remote assessment tools.

Message from Associate Superintendent of Instruction, Michael McClellan:
"Chaffey does not have an official policy or practice regarding faculty use of online proctoring tools, but I would be happy to explore creating guidance. District leadership has had a number of discussions about this issue---so your question is definitely timely.

Any guidance that we create should probably include:

1. The District is willing to help set parameters on the level of proctoring allowed (proctoring services often have different levels of proctoring that can be utilized)
2. Any faculty who wishes to use online proctoring for their course must expressly state on their syllabus that online proctoring tools will be used as part of the course. We may even want to build in an expressed consent provision, which requires students to consent to the use of the services. We need to see if this may impact apportionment, but the syllabus may also state that should a student not consent, an alternative on-campus test taking location will be offered to them."

Questions for Senate Rep Consideration:

- How do concerns about academic integrity and the rise of AI-based cheating balance against student equity, access, and privacy concerns in online assessment?
- What recommendations and/or best practices should be updated or developed to guide faculty in using proctoring tools like Honorlock, considering differences in discipline needs and student populations?
- What are possible pedagogical approaches that could be explored to support faculty wishing to reduce the dependence on surveilled testing? Or, said differently, what are alternatives approaches to online proctoring?

Chaffey ⌂ College

Baccalaureate Degree Program Workgroup is hosting an

INFORMATION SESSION

Thursday
October 30th
9:30am – 10:30am
CAA 218
and on Zoom

Join Zoom Meeting
chaffey-edu.zoom.us/j/84544106122
Meeting ID: 845 4410 6122

Learn about potential baccalaureate degree programs and current progress the workgroup is making towards offering baccalaureate degrees at Chaffey College.

	Alternate Senators Italicized	Present	Adoption of the 10.28.25 Agenda	Motion to approve the 10.28.25 Consent Agenda	Sabbatical Review: No reports	Motion for Pres. Encarnacion to share information to the Calendar Comittee	Motion to Honorlock proctoring/AI cheating for exam
Representation	**Name**						
President	Elizabeth "Liz" Encarnacion	Y					
Vice President	Terezita Reyes Overduin	Y	Y	Y		Y	
Secretary/Treasurer	Laura Santamaria Brady	Y	Y	Y		Y	
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y		Y	
ACD-A	Laura Santamaria Brady						
ACD-A	Henry Leonor	Y	Y	Y		Y	
ACD-A Alternate	*Steve Shelton*	Y					
ACD-B	Vacant						
ACD-B	Nicole Farrand	Y	Y	Y		Y	
ACD-B Alternate	*Vacant*						
ACC	Myra Andrade	Y	Y	Y		Y	
ACC	Wendy Whitney	Y	Y	Y		Y	
ACC Alternate	*Melissa Johannsen*	-					
ACC Alternate	*Fabiola Espitia*	-					
BTH/MIDT	Joseph Lee	-					
BTH/MIDT	Jonathan Polidano	Y	Y	Y		Y	
BTH/MIDT Alternate	*Jay Scott*	-					
Chino Campus	Hannah Carter	Y	-	Y		Y	
Chino Campus	Manar Hijaz						
Chino Campus Alternate	*Vacant*						
Fontana Campus	Sean Connelly	Y	-	-		Y	
Fontana Campus	Anthony "Tony" Guaracha	Y	-	-		Y	
Fontana Campus Alternate	*Vacant*						
HFID&C	Vacant						
HFID&C	Vacant						
HFID&C Alternate	*Vacant*						
HW - HS	Jayne Clark-Frize	Y	-	Y		Y	
HW - HS	Vacant						
HW - HS Alternate	*Lisa Doget*						
HW - KNA	Rob Hadaway	Y	Y	Y		-	
HW - KNA	Candice Hines-Tinsley	Y	Y	Y		Y	
HW - KNA Alternate	*Annette Henry*						
Instructional Support	Terezita Reyes Overduin						
Instructional Support	Christina Holdiness	Y	Y	Y		Y	
Instructional Support Alternate	*Rose Ann Osmanian*	Y					
PCS	Melanie Bratcher	Y	Y	Y		Y	
PCS	Patricia Gomez	Y	Y	Y		Y	
PCS Alternate	*Vacant*						
STEM	Justin Keller	Y	Y	Y		Y	
STEM	Louisa Villeneuve	Y	Y	Y		Y	
STEM Alternate	*Vacant*						
Senator-At-Large	Tamari Jenkins	Y	-	Y		Y	
Senator-At-Large	Sarah Chamberlain	Y	-	Y		Y	
Senator-At-Large	Jin Liu	Y	Y	Y		Y	
Adjunct Senator-at-Large	Carolyn Ward						
Adjunct Senator-at-Large	Ekta Kandhway	Y	Y	Y		Y	
*Adjunct Alternate Senator	*Vacant*						
Classified Senate Liaison	Sarah Schmidt	Y					
CC Student Government	Nolan Krueger	Y					
CC Student Government	Alilah Mora De Jesus	Y					
RED indicates reported absence	PURPLE indicates reported tardy/leave early	29	17	21	0	22	0
Total Yes Votes			0	0	0	0	0
Total No Votes			0	0	0	0	0
Total Abstentions							
- = Not available during meeting to vote							
37 members total - up to 27 voting at any given time. The President is a non-voting member, but counts as quorum. Curriculum Chair now votes per 8.25.20 meeting.							
President ONLY votes to break a tie.							
A quorum shall consist of two-thirds of the voting members of the Academic Senate (include the President-but only votes to break a tie)							
18 members are needed for QUORUM							
36 Present at this meeting = 29 members, 7 visitors							
10.28.25 Academic Senate Meeting							